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## MINUTES - APPROVED

Public Records Board - Operations and Training Advisory Committee

Tuesday, February 18, 2020 – 10:00 am

Department of Administration  
Pecatonica Conference Room #132  
101 East Wilson Street, Madison, WI 53703  
Teleconference (608) 282-3515

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Committee Members Present: Andrew Baraniak, Kyle Hofstetter, Julie Landrie, and Rebecca Robbennolt

Committee Members Absent: Brittany Keleher

- 1. Call to Order:** 10:01 AM. Julie Landrie, Committee Chair, called the meeting to order and had everyone introduce themselves.
- 2. Approval of October 8, 2019, Minutes:** Minutes were approved as submitted. The motion was made by Julie Landrie and seconded by Rebecca Robbennolt. All approved.
- 3. County & Municipality Communication:** Andrew Baraniak, Local Government Records Archivist with the Wisconsin Historical Society (WHS) and Kathryn Egeland, Program & Policy Analyst, Advanced, with the Dept. of Administration overviewed their respective training and outreach with counties and municipalities. In 2019 WHS held three workshops throughout the state and have received a grant to continue them until 2021. Both Andrew and Kathryn provide training on local unit records management each year. They work together to ensure the training they provide is consistent. Two items which have assisted local units in their records management recently are the approval of the Municipal Records General Records Schedule and the addition of the Counties & Municipalities page to the Public Records Board website. There was discussion by everyone about common questions raised by local units of government.
- 4. PRB Training Documents:** Julie thanked everyone for providing their initial revisions to Lisa Popke by January 10, 2020 as requested. The revisions were collated and noted on the drafts which were distributed to committee members prior to the meeting. The majority of the revisions discussed focused on making the language more consistent with Board best practice documents and including local units of government. Committee members discussed the suggested revisions on each of the 1-page informational sheets in depth. Lisa will make the revisions and updated drafts will be discussed at the May 12, 2020 meeting.
- 5. Adjourn:** The meeting was adjourned at 11:54.